

Ministry Brands  
Advance Your Knowledge Webinar Series



## Managing Your Budgets

### Welcome

Please take a moment to locate the Zoom Webinar controls.  
Feel free to say hello or ask a question using the Q & A feature.

## Why Budget?

A budget forces you to...

- Map your **goals** for the future
- **Tracks** your **progress**
- **Motivates** staff and leadership
- Provides **confidence** in the staff and leadership for the members
- Meets the organizations **objectives**
- **Avoids over-expenditure and debt**



## Types of Budgets

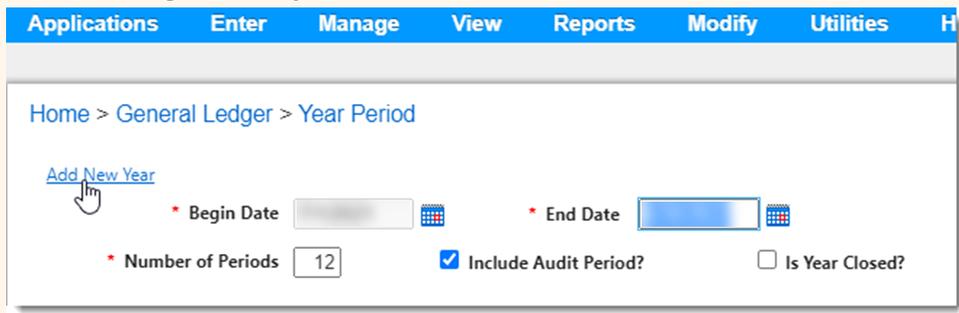
- **Incremental-based** – Current year’s budget is used as a basis for next year’s budget with a fixed percentage (+/- 2%) added or subtracted.
- **Zero-based** – Every program starts at zero dollars and each ministry determines and justifies what it needs to spend.
- **Modified base** – All programs are evaluated and funded based on their potential. Staff needs to plan programs before preparing the budget. This is when you might use Revised Budgets instead of editing.
- **Pledge-driven** – Annual pledges determine the overall total budget.

[Some additional tips for Budget Planning](#)



## Setting up the New Year

- The process starts when you create a new year.
- **General Ledger > Modify > Year and Periods > Click Add New Year.**



The screenshot shows a software interface with a blue navigation bar at the top containing the following tabs: Applications, Enter, Manage, View, Reports, Modify, Utilities, and H. Below the navigation bar, the breadcrumb path is displayed as "Home > General Ledger > Year Period". The main content area features a link labeled "Add New Year" with a mouse cursor hovering over it. Below the link are several input fields and checkboxes:

- \* Begin Date: A date selection field with a calendar icon.
- \* End Date: A date selection field with a calendar icon.
- \* Number of Periods: A text input field containing the value "12".
- Include Audit Period?
- Is Year Closed?



## Setting up the New Year

- The assumption is you want a 12-month period, beginning on the first day of the next Calendar or Fiscal Year.
- Uncheck the box if you don't want to include an Audit Period.
- Click Update.

Home > General Ledger > Year Period

• Begin Date   • End Date  

• Number of Periods   Include Audit Period?  Is Year Closed?

**Note**

Period Information	Closed?
1 July	<input type="checkbox"/>
2 August	<input type="checkbox"/>
3 September	<input type="checkbox"/>
4 October	<input type="checkbox"/>
5 November	<input type="checkbox"/>
6 December	<input type="checkbox"/>
Audit	<input type="checkbox"/>
7 January	<input type="checkbox"/>
8 February	<input type="checkbox"/>
9 March	<input type="checkbox"/>
10 April	<input type="checkbox"/>
11 May	<input type="checkbox"/>
12 June	<input type="checkbox"/>

Reset or Cancel



## Setting up the New Year

- You have the option to copy from the prior year (most common), another company or fiscal year, templates, or start over from scratch (do not copy).
- The option to Copy Budget from prior year.
- Click Update.

Home > General Ledger > Year Period

Set up account structure and accounts for [redacted]

Copy From  Year [redacted]  
 Another company or fiscal year  
 Templates  
 Do not copy. Create manually

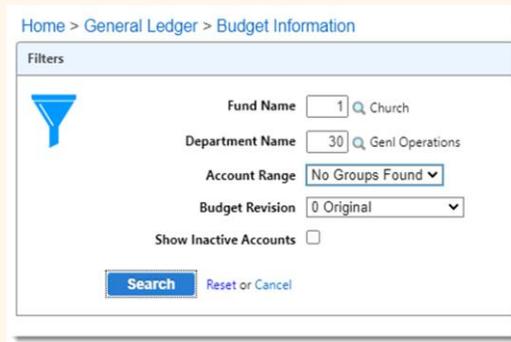
Copy Budgets?

**Update** Cancel



## Manually Enter Budget

- Change your Financial Settings to the new budget year!
- General Ledger > Modify > Budget Information
- Enter in the levels in your Chart of Accounts (they may differ from this example based on your structure).
- Click Search



Home > General Ledger > Budget Information

Filters

 Fund Name  Church

Department Name  Genl Operations

Account Range

Budget Revision

Show Inactive Accounts

[Reset or Cancel](#)



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## Manually Enter Budget

- Click on either the edit pencil or click on the amount to change the amounts.

Account History Column Options									
Selected		Account#	Name	Account Type	Distribution Type	Current Budget	History	VB	Note
<input type="checkbox"/>		52110	Accountant/Audit	Expense	by Period	\$12,000.00		<input type="checkbox"/>	
<input type="checkbox"/>		52115	Advertising/marketing	Expense	by Period	\$9,600.00		<input type="checkbox"/>	
<input type="checkbox"/>		52130	Bank Fees	Expense	by Period	\$300.00		<input type="checkbox"/>	
<input type="checkbox"/>		52160	Computer Supplies	Expense	Annual	\$1,800.00		<input type="checkbox"/>	
<input type="checkbox"/>		52190	Insurance-property & liability	Expense	by Period	\$13,500.00		<input type="checkbox"/>	
<input type="checkbox"/>		52220	Legal Fees	Expense	by Period	\$1,200.00		<input type="checkbox"/>	



## Manually Enter Budget

- Click on the Edit pencil to access more options to budget by...
  - Annual
  - Period
  - Prior Year %
  - Prior Year Budget %
  - By Defined %

Home > General Ledger > Budget Information > Update

Account: 52110 Accountant/Audit

Distribute Budget:

Annual Amount:

ATTN:

DETAILS

Period	Current Budget	Rounded % of Budget
July	\$0.00	0.00
August	\$0.00	0.00
September	\$0.00	0.00
October	\$0.00	0.00
November	\$0.00	0.00
December	\$0.00	0.00
January	\$6,000.00	50.00
February	\$6,000.00	50.00
March	\$0.00	0.00
April	\$0.00	0.00
May	\$0.00	0.00
June	\$0.00	0.00
Totals	\$12,000.00	100.00

Done Reset or Cancel



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# By Annual

- *Divide Annual Amount by 12 months.*
- Good for costs that don't vary by period

Home > General Ledger > Budget Information > Update

Account 50150 Facilities

Distribute Budget Annual

Annual Amount

**DETAILS**   ATTACHMENTS   NOTE

Period	Current Budget	Rounded % of Budget
July	\$7,500.00	8.33
August	\$7,500.00	8.33
September	\$7,500.00	8.33
October	\$7,500.00	8.33
November	\$7,500.00	8.33
December	\$7,500.00	8.33
January	\$7,500.00	8.33
February	\$7,500.00	8.33
March	\$7,500.00	8.33
April	\$7,500.00	8.33
May	\$7,500.00	8.33
June	\$7,500.00	8.33
<b>Totals</b>	<b>\$90,000.00</b>	<b>100.00</b>

**Done**   Reset or Cancel



## Advance Your Knowledge

## By Period

- **Budget by Period** when expenditures are expected.
- It helps to identify periods where the available money may not cover expenses.

Home > General Ledger > Budget Information > Update

Account 60310 Utilities-Electric/Gas

Distribute Budget

Annual Amount

DETAILS ATTACHMENTS NOTE

Period	Current Budget	Rounded % of Budget
July	<input type="text" value="\$1,100.00"/>	9.87
August	<input type="text" value="\$1,100.00"/>	9.87
September	<input type="text" value="\$1,000.00"/>	8.97
October	<input type="text" value="\$900.00"/>	8.07
November	<input type="text" value="\$900.00"/>	8.07
December	<input type="text" value="\$800.00"/>	7.17
January	<input type="text" value="\$800.00"/>	7.17
February	<input type="text" value="\$750.00"/>	6.73
March	<input type="text" value="\$800.00"/>	7.17
April	<input type="text" value="\$900.00"/>	8.07
May	<input type="text" value="\$1,000.00"/>	8.97
June	<input type="text" value="\$1,100.00"/>	9.87
<b>Totals</b>	<b>\$11,150.00</b>	<b>100.00</b>



# Prior Year %

Period	Current Budget	Rounded % of Budget	Prior 1 Actual
July	\$16,666.63		
August	\$16,666.67		
September	\$16,666.67		
October	\$16,666.67		
November	\$16,666.67		
December	\$16,666.67		
January	\$16,666.67		
February	\$16,666.67		
March	\$16,666.67		
April	\$16,666.67		
May	\$16,666.67		
June	\$16,666.67		
<b>Totals</b>	<b>\$200,000.00</b>		

Period	Current Budget	Rounded % of Budget	Prior 1 Actual
July	\$26,397.32	13.20	\$25,047.26
August	\$13,698.97	6.85	\$12,998.36
September	\$14,977.29	7.49	\$14,211.30
October	\$15,809.94	7.90	\$15,001.36
November	\$15,515.62	7.76	\$14,722.10
December	\$21,343.59	10.67	\$20,252.00
January	\$21,207.63	10.60	\$20,123.00
February	\$15,019.13	7.51	\$14,251.00
March	\$14,230.82	7.12	\$13,503.00
April	\$14,742.17	7.37	\$13,988.20
May	\$14,491.66	7.25	\$13,750.50
June	\$12,565.86	6.28	\$11,923.20
<b>Totals</b>	<b>\$200,000.00</b>	<b>100.00</b>	<b>\$189,771.28</b>

- This distribution takes the **actual percent of expenditures** by period from the previous year and applies the same percentage to the correlating period of the current year.
- This saves time and calculations.



# Prior Year Budget %

Account 40110 Offering-Tithes/pledge		
Distribute Budget	Annual	
Annual Amount	\$200,000.00	
DETAILS	ATTACHMENTS	NOTE
Period	Current Budget	Rounded % of Budget
July	\$16,666.63	8.33
August	\$16,666.67	8.33
September	\$16,666.67	8.33
October	\$16,666.67	8.33
November	\$16,666.67	8.33
December	\$16,666.67	8.33
January	\$16,666.67	8.33
February	\$16,666.67	8.33
March	\$16,666.67	8.33
April	\$16,666.67	8.33
May	\$16,666.67	8.33
June	\$16,666.67	8.33
<b>Totals</b>	<b>\$200,000.00</b>	<b>100.00</b>

Account 40110 Offering-Tithes/pledge			
Distribute Budget	by Prior Budget %		
Annual Amount	\$200,000.00		
DETAILS	ATTACHMENTS	NOTE	
Period	Current Budget	Rounded % of Budget	Prior Y Budget
July	\$11,111.12	5.56	\$10,000.00
August	\$11,111.11	5.56	\$10,000.00
September	\$13,333.33	6.67	\$12,000.00
October	\$15,555.56	7.78	\$14,000.00
November	\$18,888.89	9.44	\$17,000.00
December	\$22,222.22	11.11	\$20,000.00
January	\$22,222.22	11.11	\$20,000.00
February	\$20,000.00	10.00	\$18,000.00
March	\$19,444.44	9.72	\$17,500.00
April	\$18,888.89	9.44	\$17,000.00
May	\$16,111.11	8.06	\$14,500.00
June	\$11,111.11	5.56	\$10,000.00
<b>Totals</b>	<b>\$200,000.00</b>	<b>100.00</b>	<b>\$180,000.00</b>

- This distribution takes the **actual budget percent by period** from the previous year and applies the same percentage to the correlating period of the current year.



## Advance Your Knowledge

## By Defined %

- This distribution calculates the period budget amounts by **dividing the total annual budget by the defined percent** you enter in the proper period

Account 60520 Insurance  
Distribute Budget   
Annual Amount

DETAILS ATTACHMENTS NOTE

Period	Current Budget	% of Budget
July	\$0.00	<input type="text" value="0.00"/>
August	\$0.00	<input type="text" value="0.00"/>
September	\$56,875.00	<input type="text" value="25.00"/>
October	\$0.00	<input type="text" value="0.00"/>
November	\$0.00	<input type="text" value="0.00"/>
December	\$56,875.00	<input type="text" value="25.00"/>
January	\$0.00	<input type="text" value="0.00"/>
February	\$0.00	<input type="text" value="0.00"/>
March	\$56,875.00	<input type="text" value="25.00"/>
April	\$0.00	<input type="text" value="0.00"/>
May	\$0.00	<input type="text" value="0.00"/>
June	\$56,875.00	<input type="text" value="25.00"/>
Totals	\$227,500.00	100.00



Advance Your Knowledge

# Using the Budget Import/Export Option

- Click on Import/Export Budget
- Enter by Annual or By Period

Home > General Ledger > Budget Information Add To My Tasks

Filters

View Selected

							Account History Column Options		
<input type="checkbox"/>	Account#	Name	Account Type	Distribution Type	Current Budget	History	VB	Note	
<input type="checkbox"/>	40110	Offering-Tithes/pledge	Income	by Prior Budget %	\$200,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	40120	Offering-Tithes/nonpledge	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	40140	Offering-Plate/loose cash	Income	by Period	\$20,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	40180	Building Campaign	Income	by Period	\$20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	40910	Offering-non cash/stocks	Income	Annual	\$500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	40920	Test JF	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	45110	Facility Use Income-Outside Groups	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	45111	Pension Income	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	45120	Facility Use Income-School	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	45150	Interest Income	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	45190	Other Income	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	45910	Gain/loss on sale of investments	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	45920	McLean Income	Income	Annual	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Page size: 100

[Import / Export Budget](#)



## Export to Excel

- Before your fiscal year begins open the new year and make any needed chart of account changes.
- Then Export the budget into Excel and navigate through your budget process.

Select the Levels from your Account Structure to Export

Selection  [Add new](#) [Save](#) [Delete](#)

All

1 First Church of the Resurrection

[Export](#) [Cancel](#)



## Export to Excel

- After the budget is complete in Excel, import it back into your new year.
- If you added any new accounts in the budget process, make sure you add those accounts into GL before importing.

**Select the File to use for Importing the Budget. Valid file extensions are 'xls' and 'xlsx'.**

File Name  No file chosen

[Cancel](#)



Advance Your Knowledge

# Attachments and Notes

- Attach by account important documents or notes to explain unusual budget activity.

Home > General Ledger > Budget Information > Update

Account 50160 Nursery

Distribute Budget Annual

Annual Amount \$15,600.00

DETAILS ATTACHMENTS **NOTE**

**Done** Reset or Cancel

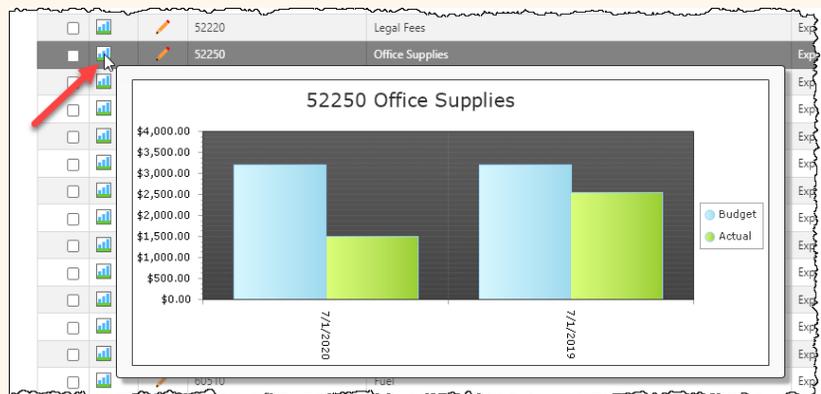
<input type="checkbox"/>			500	Facilities	Expense	Annual	\$96,000.00		<input type="checkbox"/>	
<input type="checkbox"/>			510	Nursery	Expense	Annual	\$15,600.00		<input type="checkbox"/>	
<input type="checkbox"/>			520	Weddings	Expense	by Period	\$6,300.00		<input type="checkbox"/>	



Advance Your Knowledge

## Closer look at the Budget Grid

- Click on the Graph to see current and prior year comparison for Budget and Actual



## Closer look at the Budget Grid

- Click on Account History Column Options.



- Choose from the Available Options the number of years Actual, Budget and % or \$ Variance Columns.

**Account History Column Options**

Available Options:		Selected Options:
Current Variance (\$)	ⓘ >> <<	Current Actual
Current Variance (%)		Prior 1 Actual
Prior 1 Budget		Prior 1 Variance (\$)
Prior 2 Budget		Prior 1 Variance (%)
Prior 2 Actual		
Prior 2 Variance (\$)		
Prior 2 Variance (%)		
Prior 3 Budget		
Prior 3 Actual		
Prior 3 Variance (\$)		
Prior 3 Variance (%)		
Prior 4 Budget		

Apply



## Closer look at the Budget Grid

- Click on the Icon to see the detailed History of any Income or Expense Account.
- Great research tool!



Account History 1-30-52250 Office Supplies					
Period	Current Budget	Current Actual	Prior 1 Actual	Prior 1 Variance \$	Prior 1 Variance %
July	\$266.63	\$0.00	\$1,200.00	\$933.37	450.06
August	\$266.67	\$0.00	\$0.00	(\$266.67)	0.00
September	\$266.67	\$0.00	\$0.00	(\$266.67)	0.00
October	\$266.67	\$0.00	\$0.00	(\$266.67)	0.00
November	\$266.67	\$200.00	\$1,200.00	\$933.33	449.99
December	\$266.67	\$0.00	\$0.00	(\$266.67)	0.00
January	\$266.67	\$200.00	\$175.00	(\$91.67)	65.62
February	\$266.67	\$200.00	(\$25.00)	(\$291.67)	-9.37
March	\$266.67	\$0.00	\$0.00	(\$266.67)	0.00
April	\$266.67	\$200.00	\$0.00	(\$266.67)	0.00
May	\$266.67	\$0.00	\$0.00	(\$266.67)	0.00
June	\$266.67	\$700.00	\$0.00	(\$266.67)	0.00
<b>Totals</b>	<b>\$3,200.00</b>	<b>\$1,500.00</b>	<b>\$2,550.00</b>	<b>(\$650.00)</b>	



# Budgeted Financial Statement

- This report is the most versatile and flexible report for those with budgets. The columns can be reordered, renamed or replaced based on the recipient of the report. Budget, actual and up to 5 prior years information can included.

Budgeted Financial Statement for Period 1 - January 8.33%  
 Company#: 1 Name: First Church of the Resurrection  
 Fiscal Year Beginning 1/1/2023  
 Fund Name: 1 Church Operations / Department Name: 150 Administration

Account # Description	Annual Budget	Actual YTD	Annual Budget	Actual YTD	Annual Budget	Actual YTD
Administration Expenses						
52110 Accountant/Audit	.00	.00	.00	.00	.00	.00
52180 Insurance	.00	150.00	10,000.00	.00	.00	.00
52190 Internet Access	.00	.00	.00	.00	.00	.00
52200 Kitchen Supplies	.00	.00	.00	.00	.00	.00
52210 Legal Fees	.00	362.50	.00	.00	.00	.00
52220 Marketing	.00	50.00	.00	.00	.00	.00
52250 Office Supplies	.00	.00	.00	456.00	.00	.00
52270 Postage	.00	.00	.00	.00	.00	.00
52280 Printing	.00	191.38	.00	234.17	.00	.00
52300 Small Equipment	.00	.00	.00	.00	.00	.00
52340 Supplies	.00	.00	.00	.00	.00	.00
52350 Technology-Equip Maint	.00	5,145.92	.00	.00	.00	.00
52360 Technology-SoftwarE	.00	.00	.00	.00	.00	.00
52370 Website	.00	.00	.00	.00	.00	.00
<b>Total Administration Expenses</b>	<b>.00</b>	<b>5,899.80</b>	<b>10,000.00</b>	<b>690.17</b>	<b>.00</b>	<b>.00</b>



Advance Your Knowledge

# Modify Budgeted Financial Format

- GL > Modify > Budgeted Financial Formats

Title: Standard.ACTUAL (Shelby Standard templates cannot be edited)

Password For Changes:  retype:

Available Columns	Selected Columns																				
<input type="checkbox"/> Account Information <input type="checkbox"/> Current Year <input type="checkbox"/> Prior Year 1 <input type="checkbox"/> Prior Year 2 <input type="checkbox"/> Prior Year 3 <input type="checkbox"/> Prior Year 4 <input type="checkbox"/> Prior Year 5 <input type="checkbox"/> Formula	<table border="1"> <thead> <tr> <th>Column Header (Editable)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>✓ <input type="checkbox"/> Acct # Description</td> <td>Account Number With Description</td> </tr> <tr> <td>✓ <input type="checkbox"/> Budget Annual</td> <td>Current Year - Budget Annual</td> </tr> <tr> <td>✓ <input type="checkbox"/> Budget for Period</td> <td>Current Year - Budget for Period</td> </tr> <tr> <td>✓ <input type="checkbox"/> Actual for Period</td> <td>Current Year - Actual for Period</td> </tr> <tr> <td>✓ <input type="checkbox"/> Variance for Period</td> <td>Formula</td> </tr> <tr> <td>✓ <input type="checkbox"/> Budget YTD</td> <td>Current Year - Budget YTD</td> </tr> <tr> <td>✓ <input type="checkbox"/> Actual YTD</td> <td>Current Year - Actual YTD</td> </tr> <tr> <td>✓ <input type="checkbox"/> Var. Actual to Annual Budget Dollar</td> <td>Formula</td> </tr> <tr> <td>✓ <input type="checkbox"/> Var. Actual to Annual Budget %</td> <td>Formula</td> </tr> </tbody> </table>	Column Header (Editable)	Description	✓ <input type="checkbox"/> Acct # Description	Account Number With Description	✓ <input type="checkbox"/> Budget Annual	Current Year - Budget Annual	✓ <input type="checkbox"/> Budget for Period	Current Year - Budget for Period	✓ <input type="checkbox"/> Actual for Period	Current Year - Actual for Period	✓ <input type="checkbox"/> Variance for Period	Formula	✓ <input type="checkbox"/> Budget YTD	Current Year - Budget YTD	✓ <input type="checkbox"/> Actual YTD	Current Year - Actual YTD	✓ <input type="checkbox"/> Var. Actual to Annual Budget Dollar	Formula	✓ <input type="checkbox"/> Var. Actual to Annual Budget %	Formula
Column Header (Editable)	Description																				
✓ <input type="checkbox"/> Acct # Description	Account Number With Description																				
✓ <input type="checkbox"/> Budget Annual	Current Year - Budget Annual																				
✓ <input type="checkbox"/> Budget for Period	Current Year - Budget for Period																				
✓ <input type="checkbox"/> Actual for Period	Current Year - Actual for Period																				
✓ <input type="checkbox"/> Variance for Period	Formula																				
✓ <input type="checkbox"/> Budget YTD	Current Year - Budget YTD																				
✓ <input type="checkbox"/> Actual YTD	Current Year - Actual YTD																				
✓ <input type="checkbox"/> Var. Actual to Annual Budget Dollar	Formula																				
✓ <input type="checkbox"/> Var. Actual to Annual Budget %	Formula																				

Page size: 100 9 items in 1 pages

Update Reset or Cancel

[For more info on creating or editing Budgeted Financial Formats](#)



# Modify Budgeted Financial Format

## Account Information

**Available Columns**

- Account Information
- Account Number
- Account Number With Description
- Description

## Current Year Fields

- Current Year
- Current Year - Actual for Period
- Current Year - Actual YTD
- Current Year - Actual Annual
- Current Year - Budget for Period
- Current Year - Budget YTD
- Current Year - Budget Annual
- Current Year - Revised Budget for Period
- Current Year - Revised Budget YTD
- Current Year - Revised Budget Annual
- Current Year - Debits for Period
- Current Year - Debits YTD
- Current Year - Debits Annual
- Current Year - Credits for Period
- Current Year - Credits YTD
- Current Year - Credits Annual

## Up to 5 prior year fields

- Prior Year 1
- Prior Year 1 - Actual for Period
- Prior Year 1 - Actual YTD
- Prior Year 1 - Actual Annual
- Prior Year 1 - Budget for Period
- Prior Year 1 - Budget YTD
- Prior Year 1 - Budget Annual
- Prior Year 1 - Revised Budget for Period
- Prior Year 1 - Revised Budget YTD
- Prior Year 1 - Revised Budget Annual
- Prior Year 1 - Debits for Period
- Prior Year 1 - Debits YTD
- Prior Year 1 - Debits Annual
- Prior Year 1 - Credits for Period
- Prior Year 1 - Credits YTD
- Prior Year 1 - Credits Annual



# Modify Budgeted Financial Format Formulas

The 'Standard' dialog box is titled 'Edit Formula'. It features a 'Column Header' text field containing 'New Formula'. Below this, the 'Formula Type' section has three radio buttons: 'difference' (selected), 'percent', and 'advanced'. At the bottom, there are two 'Variables' dropdown menus separated by a minus sign.

Standard

Advanced

The 'Advanced' dialog box is titled 'Edit Formula'. It features a 'Column Header' text field containing 'New Formula'. Below this, the 'Formula Type' section has three radio buttons: 'difference', 'percent', and 'advanced' (selected). An 'Insert Field' dropdown menu is followed by an 'Insert Into Formula' button. Below these are five blue buttons for mathematical operators: '(', ')', '+', '-', '\*', and '/'. A large 'Advanced Formula' text area is provided for entering the formula. At the bottom right, there are 'Update' and 'Close' buttons.



## Preliminary Budget Report

- General Ledger > Reports > Preliminary Budget
- Choose the accounts for your report from the Filters.

Report Preferences

**FILTERS**    OPTIONS

Account Number  ▼

**Account Structure**

- All
  - 1 Church
    - 10 Genl Income
    - 20 Personnel
    - 30 Genl Operations
    - 40 Children
    - 50 Youth
    - 60 Adult Groups
    - 70 Worship/Arts



## Preliminary Budget Report

- Select the Report Options.
- Choose your Report Type.
- Drag and Drop the columns you want to appear in your report.
- Export to Excel or Print.
- Click Run.

The screenshot shows the 'Report Preferences' dialog box with the 'OPTIONS' tab selected. The 'Available Options' list on the left includes: Actual (Prior Year), Actual (2 Years Ago), Actual (3 Years Ago), Budget (Proposed)\*, Budget (Prior Year)\*, Var \$, and Var %. A red arrow points from the 'Available Options' list to the 'Run Report' button at the bottom left. Another red arrow points from the 'Export Option' section (None selected, Excel unselected) to the 'Run Report' button. A third red arrow points from the 'Available Options' list to the 'Run Report' button. The 'Report Type' dropdown is set to 'Summary'. The 'Report Options' section has 'Suppress Zero Balances?', 'Show Account Numbers?', and 'Show Note Information?' checked. The 'Page Break Options' section has 'Department Name' selected. The 'Change Appearance?' section shows 'Trebuchet MS' font, '8pt' size, and '100%' zoom. The 'Run Report' button is highlighted with a red arrow.



Advance Your Knowledge

# Preliminary Budget Report – Detail or Summary

Preliminary Budget Report for Period 1 - July  
 Detail (Actual vs. Proposed Budget) Report  
 Company#: 1 Name: First Church  
 Fiscal Year Beginning 7/1/20

Fund Name: 1 Church  
 Department Name: 30 Genl Operations

52310 Printing/copier

July

August

September

October

November

December

January

February

March

April

May

June

Audit

Total 52310 Printing/copier

Preliminary Budget Report for Period 1 - July  
 Summary Report  
 Company#: 1 Name: First Church  
 Fiscal Year Beginning 7/1/

Fund Name: 1 Church  
 Department Name: 30 Genl Operations

	Prior Budget	Prior Year Actual	Proposed Budget	
<b>OPERATING EXPS</b>				
<b>GENERAL EXPS</b>				
52110 Accountant/Audit	\$12,000.00	\$5,825.00	\$12,000.00	_____
52115 Advertising/marketing	\$9,600.00	\$6,600.00	\$9,600.00	_____
52130 Bank Fees	\$300.00	\$115.00	\$300.00	_____
52160 Computer Supplies	\$1,800.00	\$930.08	\$1,800.00	_____
52190 Insurance-property & liability	\$13,500.00	\$9,000.00	\$13,500.00	_____
52220 Legal Fees	\$1,200.00	\$0.00	\$1,200.00	_____
52250 Office Supplies	\$3,200.00	\$0.00	\$3,200.00	_____
52280 Postage/shipping	\$15,000.00	\$4,665.00	\$15,000.00	_____
52310 Printing/copier	\$7,700.00	\$8,075.04	\$7,700.00	_____
52340 Supplies	\$1,200.00	\$337.09	\$1,200.00	_____
<b>Total GENERAL EXPS</b>	<b>\$65,500.00</b>	<b>\$35,547.21</b>	<b>\$65,500.00</b>	_____
<b>FACILITIES EXPS</b>				



## Financial Spreadsheet

- Prefer to run in Excel.
- Remember to choose the **Ending Period**. Audit Period if your setup for 13 periods.
- When the "Use Actuals for Closed Periods" is selected, this report will place the actuals amounts for Income/Expense in the period fields and will place the budget amount in the remaining periods. This is a great forecasting tool based on actual amounts in the past and budget amounts for the future.

Home > General Ledger > Reports > Financial Spreadsheet

Report Preferences

FILTERS **OPTIONS**

Change Appearance?  Trebuchet MS | 8pt | 100%

Ending Period: **Audit** 

Report Type:  Actual  Budget  Revised Budget

Use Actuals For Closed Periods?

Report Options:  Suppress Zero Balances?

Wrap Account Description?

Use Reverse Signs?

Show Whole Dollars Only?

Show Sub Accounts?

Line Spacing: Single

Page Break Options:  None  Department Name

Print Format:  Wide  Narrow

Export Option:  None  CSV  Excel

**Run Report** Clear Preferences Cancel



Advance Your Knowledge

# Financial Spreadsheet

**Financial Spreadsheet from July - Audit**  
**Company: 1 First Church**  
**Budget Figures Report**

Account		July	August	September	October	November	December	January	February	March	April	May	June	Audit	Total	
Fund	Dept	Number	Description													
20		50000	PERSONNEL													
		20	50000 SALARIES													
1	20	50110 50110	Pastoral Salaries	5,833.32	5,833.32	5,833.32	5,833.32	5,833.32	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	82,999.92	
1	20	50120 50120	Pastoral Housing	3,833.34	3,833.34	3,833.34	3,833.34	3,833.34	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	0.00	103,000.02	
1	20	50130 50130	Administration Support	5,886.66	5,886.66	5,886.66	5,886.66	5,886.66	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	0.00	73,319.94	
1	20	50140 50140	Directors	8,833.34	8,833.34	8,833.34	8,833.34	8,833.34	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	113,000.04	
1	20	50150 50150	Facilities	3,480.00	3,480.00	3,480.00	3,480.00	3,480.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	0.00	65,880.00	
1	20	50160 50160	Nursery Workers	1,020.00	1,020.00	1,020.00	1,020.00	1,020.00	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	0.00	26,119.98	
20		50592	TOTAL SALARIES	28,886.66	28,886.66	28,886.66	28,886.66	28,886.66	48,499.99	48,499.99	48,499.99	48,499.99	48,499.99	0.00	464,319.90	
20		50610	BENEFITS													
1	20	50610 50610	Auto Allowance (Pastors)	741.66	741.66	741.66	741.66	741.66	450.00	450.00	450.00	450.00	450.00	0.00	7,149.96	
1	20	50620 50620	Cell Allowance	85.00	85.00	85.00	85.00	85.00	200.00	200.00	200.00	200.00	200.00	0.00	1,710.00	
1	20	50630 50630	Health/Dental	4,775.00	4,775.00	4,775.00	4,775.00	4,775.00	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	0.00	63,649.98	
1	20	50635 50635	Continuing Ed/Conferences	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	2,600.00	0.00	4,400.00	
1	20	50640 50640	Payroll Taxes	1,470.34	1,470.34	1,470.34	1,470.34	1,470.34	2,333.33	2,333.33	2,333.33	2,333.33	2,333.33	0.00	22,822.02	
1	20	50650 50650	Retirement-matching	240.50	240.50	240.50	240.50	240.50	700.00	700.00	700.00	700.00	700.00	0.00	5,643.00	
1	20	50660 50660	Social Security Allowance (Pastors)	812.92	812.92	812.92	812.92	812.92	1,633.33	1,633.33	1,633.33	1,633.33	1,633.33	0.00	14,677.50	
1	20	50670 50670	Worker Compensation Ins	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	3,000.00	
20		50592	TOTAL BENEFITS	8,125.42	8,125.42	8,125.42	8,125.42	8,125.42	12,949.99	11,149.99	12,649.99	11,149.99	11,149.99	15,249.99	0.00	123,052.46
20		50596	TOTAL PERSONNEL	37,012.08	37,012.08	37,012.08	37,012.08	37,012.08	61,449.98	59,649.98	61,149.98	59,649.98	59,649.98	63,749.98	0.00	587,372.36
30		50000	OPERATING EXPS													
30		50000	GAUGE													



Advance Your Knowledge

# Budget Comparison Widget



## Budget Revisions

Home > General Ledger > Budget Information

Filters



Fund  

Department  

Account Range  

Budget Revision   

Show Inactive Accounts

[Reset](#) or [Cancel](#)

- Either from an increase or decrease of income, organizations are required to revise their budget mid-year. You can do that in Financials by selected the period to start the revised budget, and then enter the amounts or use the Adjustment % fields to have the system calculate the budget for the periods for the rest of the year.



Advance Your Knowledge

## Budget Revisions

Home > General Ledger > Budget Information > Update

Account: 60410 Security System

Adjustment %: 150.00% Using Revised Budget Apply

Annual Amount: \$1,600.00

DETAILS ATTACHMENTS NOTE

Period	Current Budget	Rounded % of Budget
July	\$100.00	6.25
August	\$100.00	6.25
September	\$100.00	6.25
October	\$100.00	6.25
November	\$150.00	9.38
December	\$150.00	9.38
January	\$150.00	9.38
February	\$150.00	9.38
March	\$150.00	9.38
April	\$150.00	9.38
May	\$150.00	9.38
June	\$150.00	9.38
Totals	\$1,600.00	100.00

Done Reset or Cancel

- The benefit of using the revised budget is that you can retain the original budget while still having access to the updated budget.
- Select the period that you would like the budget revisions to begin on the Budget Information Screen



Advance Your Knowledge

# Revisions using Budgeted Financial Reports

Home > General Ledger > Budgeted Financial Formats

[Add New Template](#)   [Make a Copy](#)

Title

Password For Changes  retype

**Available Columns**

- Account Information
- Current Year
  - Current Year - Budget YTD
  - Current Year - Budget Annual
  - Current Year - Revised Budget Annual
  - Current Year - Debits for Period
  - Current Year - Debits YTD
  - Current Year - Debits Annual
  - Current Year - Credits for Period
  - Current Year - Credits YTD
  - Current Year - Credits Annual

**Selected Columns**

Column Header (Editable)	Description
Budget for Period	Current Year - Budget for Period
Revised Budget for Period	Current Year - Revised Budget for Period
Actual for Period	Current Year - Actual for Period
Actual YTD	Current Year - Actual YTD
Revised Budget YTD	Current Year - Revised Budget YTD
Actual Annual	Current Year - Actual Annual

Page size: 100

6 items in 1 pages



Advance Your Knowledge

## Revisions using Financial Spreadsheet

<u>Account #</u> <u>Description</u>	<u>Budget for Period</u>	<u>Revised Budget for</u> <u>Period</u>	<u>Actual for Period</u>	<u>Actual YTD</u>	<u>Revised Budget YTD</u>
<b>Utility Expenses</b>					
60310 Utilities-Electric/Gas	100.00	100.00	.00	.00	500.00
60330 Utilities-Telephone	10.00	10.00	.00	.00	50.00
60380 Utilities-Water/Sewer	2,000.00	2,000.00	.00	.00	10,000.00
60410 Security System	100.00	150.00	.00	250.00	550.00
<b>Total Utility Expenses</b>	<b>2,210.00</b>	<b>2,260.00</b>	<b>.00</b>	<b>250.00</b>	<b>11,100.00</b>
<b>TOTAL FACILITIES EXPS</b>	<b>2,210.00</b>	<b>2,260.00</b>	<b>.00</b>	<b>750.00</b>	<b>11,100.00</b>



Advance Your Knowledge

# Variable Budget Accounts – What If?

- On the Budget Grid, check beside all accounts you want to be Variable Accounts.
- Allows you to adjust the variable up or down by a percentage.

View Selected		Account History Column Options						
<input type="checkbox"/>		Account#	Name	Account Type	Distribution Type	Current Budget	History	VB
<input type="checkbox"/>		43110	Activities	Income	by Period	\$2,150.00		<input type="checkbox"/>
<input type="checkbox"/>		43140	Camps/retreats	Income	by Period	\$37,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		43190	VBS	Income	by Period	\$7,700.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		43200	AWANA	Income	by Period	\$3,325.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		52140	Checkin	Expense	Annual	\$840.00		<input type="checkbox"/>
<input type="checkbox"/>		52170	Curriculum/study books	Expense	by Period	\$3,400.00		<input type="checkbox"/>
<input type="checkbox"/>		52230	Ministry contacts/gifts	Expense	Annual	\$600.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		52260	Nursery Supplies	Expense	Annual	\$3,200.00		<input type="checkbox"/>
<input type="checkbox"/>		52270	Outreach	Expense	by Period	\$1,200.00		<input type="checkbox"/>
<input type="checkbox"/>		52280	Postage/shipping	Expense	Annual	\$300.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		52310	Printing/copier	Expense	Annual	\$1,380.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		52315	Resource Material	Expense	by Period	\$600.00		<input checked="" type="checkbox"/>



Advance Your Knowledge

## Variable Budget Accounts – What If?

Report Preferences

FILTERS **OPTIONS**

Change Appearance?  Trebuchet MS | 8pt | 100%

Report Name: Budgeted Financial Statement

Report Template: Leadership Monthly Budget Report

Select Different Starting Period for Fiscal Year?

Reporting Period: 7 July

Report Type: Detail

Adjust Variable Budgets:  Yes  No 80% 

Report Options

- Show Missing Budget as (-) Value? ⓘ
- Suppress Zero Balances?
- Print Percent of Year Completed in Heading?
- Show Sub Accounts?
- Print Whole Dollars?



# Ministry Brands®

Thank You for Attending

